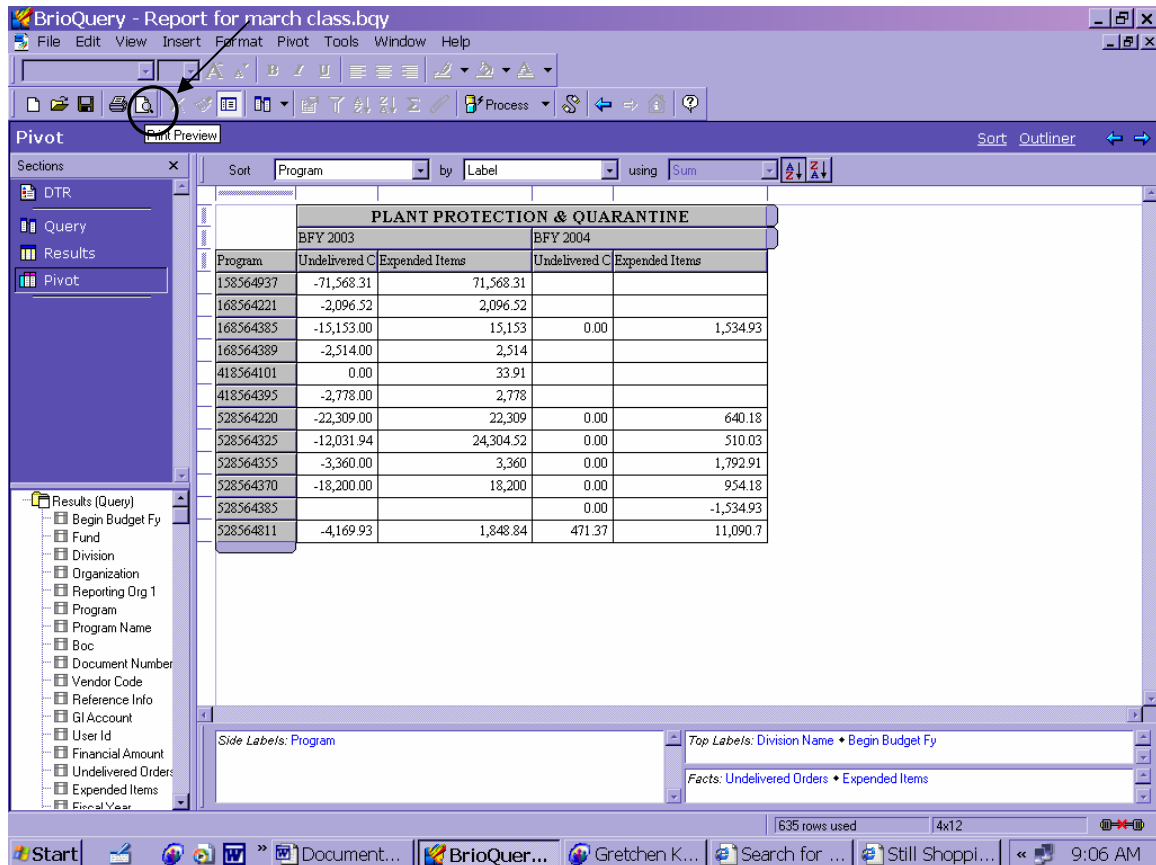


How to Add Headers and Footers in the Pivot Section

Step 1:



1. Once you have created your pivot <click> on the **Print Preview Button** or <click> on **File** and then <click> on **Print Preview**.

Note: You can't Process this report in Print Preview mode. You must go back to normal mode to process this report.

3/8/2005

Step 2:

PLANT PROTECTION & QUARANTINE

Program	BFY 2003		BFY 2004	
	Undelivered C	Expended Items	Undelivered C	Expended Items
158564937	-71,568.31	71,568.31		
168564221	-2,096.52	2,096.52		
168564385	-15,153.00	15,153	0.00	1,534.93
168564389	-2,514.00	2,514		
418564101	0.00	33.91		
418564395	-2,778.00	2,778		
528564220	-22,309.00	22,309	0.00	640.18
528564325	-12,031.94	24,304.52	0.00	510.03
528564355	-3,360.00	3,360	0.00	1,792.91
528564370	-18,200.00	18,200	0.00	954.18
528564385			0.00	-1,534.93
528564811	-4,169.93		71.37	11,090.7

2. Right <click> anywhere and choose either Page Header or Page Footer.

Step 3:

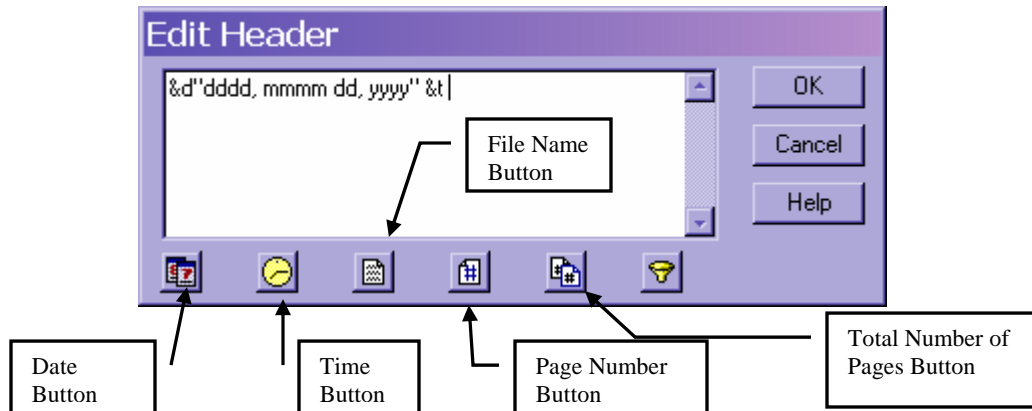
Edit Header

Report By Program and BFY for PPQ

OK Cancel Help

3. At the Header Page you can type in any title you want. To add blank lines or spaces just hit the Enter key and when you are finished <click> **OK** or see the next step for Button options.

Step 4:



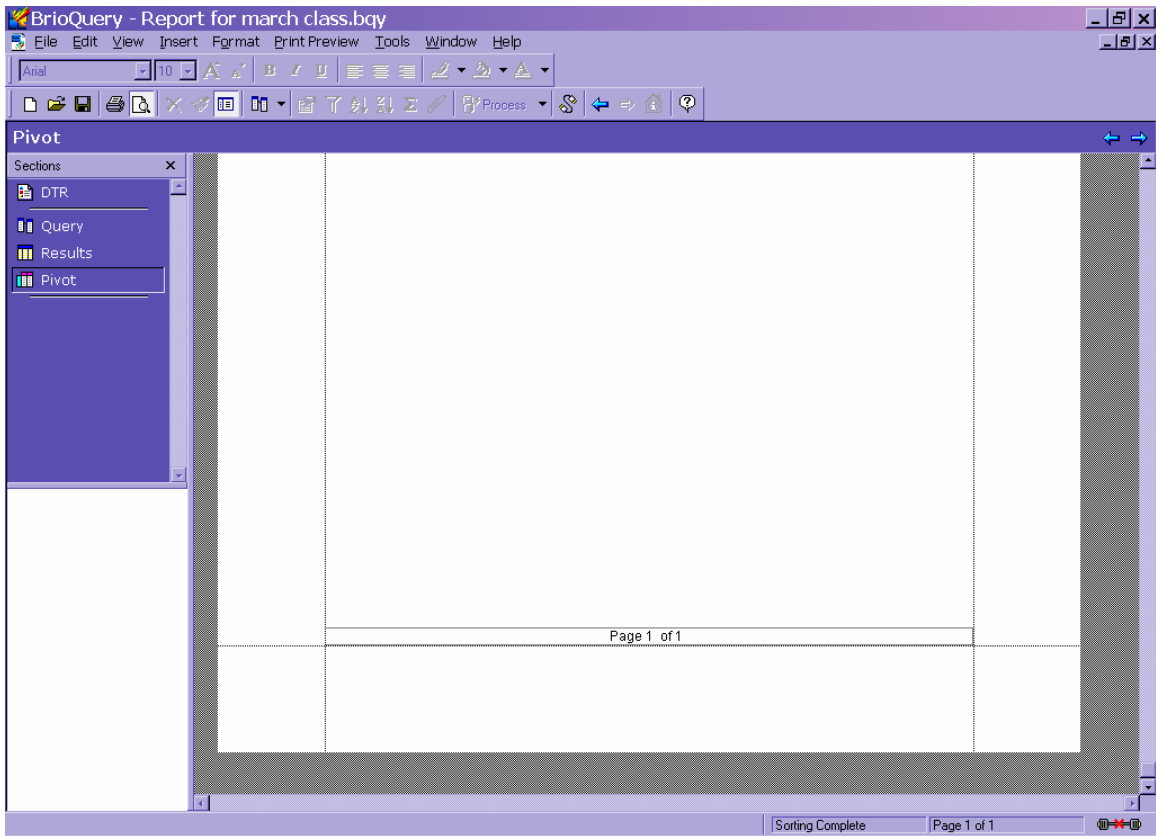
4. You can add as many headers and/or footers as you want. Each of the Buttons on the bottom will automatically update to the time or date of you computer when running this report. The Page numbers will change as you pull different amounts of data. Just <click> the **Button** you want to add and then <click> **OK** when you are finished.

Step 5:



5. When you create a Page footer you can type in Page and of to make the format easier to understand. In this example I <typed> “**Page**”, <clicked> on the **Page Number Button**, <typed> in “of” and then <clicked> the **Total Number of Pages Button**.

Step 6:



6. Once you have done step 5 then your Page would look like the one above. If you want to modify a header or a footer, double <click> on the **header or footer** you want to change. The header or footer to be edited will appear as it did with the original data entry box.

NOTE: IF YOU RIGHT <CLICK> AND GO TO PAGE HEADER/FOOTER YOU WILL JUST BE ADDING MORE HEADERS OR FOOTERS AND NOT MODIFYING THE ONES YOU ALREADY CREATED.

Step 7:

BrioQuery - Report for march class.bqy

File Edit View Insert Format Print Preview Tools Window Help

Arial 10 A B I U

Pivot

Sections

- DTR
- Query
- Results
- Pivot

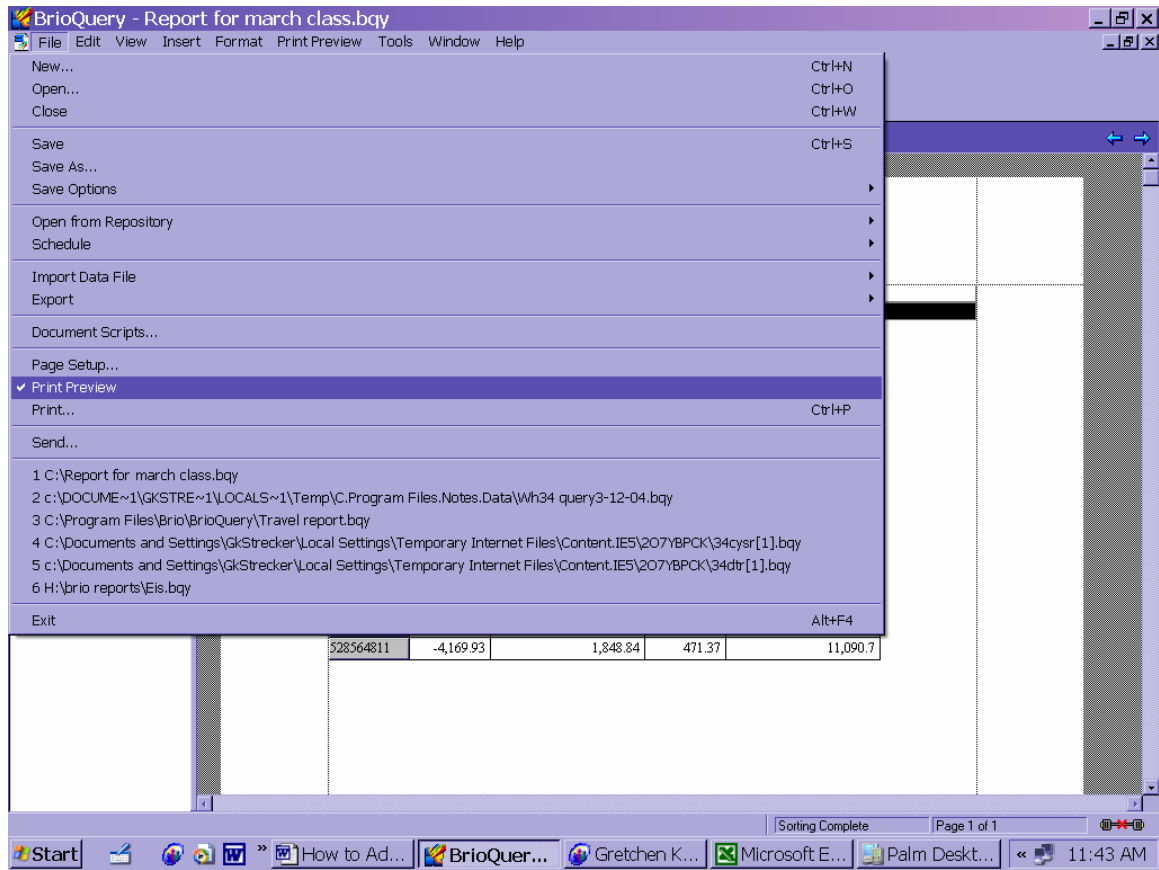
Report By Program and BFY for PPO
Friday, April 02, 2004 11:07 AM

PLANT PROTECTION & QUARANTINE					
Program	BFY 2003		BFY 2004		
	Undelivered C	Expended Items	Undelivered C	Expended Items	
158564937	-71,568.31	71,568.31			
168564221	-2,096.52	2,096.52			
168564385	-15,153.00	15,153	0.00		1,534.93
168564389	-2,514.00	2,514			
418564101	0.00	33.91			
418564395	-2,778.00	2,778			
528564220	-22,309.00	22,309	0.00		640.18
528564325	-12,031.94	24,304.52	0.00		510.03
528564355	-3,360.00	3,360	0.00		1,792.91
528564370	-18,200.00	18,200	0.00		954.18
528564385			0.00		-1,534.93
528564811	-4,169.93	1,848.84	471.37		11,090.7

Sorting Complete Page 1 of 1

7. To remove a Header or Footer **<click>** on the Header or Footer you want to remove and **<push>** the **delete** key on your keyboard.

Step 8:



8. To get out of Print Preview mode either <click> on the **Print Preview Button** or <click> on **File** and then <click> on **Print Preview**. Remember a check mark next to an item means it is activated.